



February Feature of the Month

National Provider Identifier (NPI): Do You Have Your NPI Yet?

An NPI is a 10-digit number used to identify you to other health care partners and payers for all Health Insurance Portability and Accountability Act (HIPAA) standard transactions. Your NPI will replace all identifiers, including your MassHealth provider number, currently used in HIPAA standard transactions. An NPI is an Administrative Simplification Mandate of HIPAA. The deadline for implementation is May 23, 2007.

This number will be required on **all** paper and electronic claims submitted to MassHealth. It will also appear on all MassHealth 835 transactions and paper remittance advices.

CMS requires all eligible health-care providers to apply for an NPI before May 23, 2007. Not having an NPI by May 23, 2007, will impede payment of claims, costing you time and money. The anticipated wait to receive an NPI could exceed the May 23, 2007 date. Don't wait: Apply for your NPI immediately.

If you are part of a group practice, or are an organization or institutional provider (for example, hospitals and home health agencies), please discuss and collaborate with your organization on how and when to submit your NPI application.

Once you have your NPI, make sure you contact MassHealth with your provider information, as payment after May 23, 2007, will be based on your NPI enumeration.

How to Get Your NPI

Getting your NPI is easy and completely free! You can apply for your NPI through one of the following three options.

- **Web-based application (the fastest and most efficient method)**

Simply log onto the National Plan and Provider Enumeration System (NPPES) and [apply on line](#).

- **Electronic File Interchange Organization (EFIO)**

An EFIO can submit an application on behalf of a health-care provider through a bulk enumeration process. The EFIO must request the provider's permission before submitting an application.

- **Complete and mail a paper copy of the NPI Application/Update Form (CMS-10114)**

To submit an application using the paper form, mail the completed, signed application to the NPI Enumerator at the following address.

NPI Enumerator
P.O. Box 6059
Fargo, ND 58108-6059

The NPI Application/Update Form is available by request from the NPI Enumerator. You can contact the NPI Enumerator at the mailing address listed above or by phone at 1-800-465-3203 (TTY 1-800-692-2326 for people with partial or total hearing loss) or e-mail at customerservice@npienumerator.com.

Upon receipt of the paper application, staff at the NPI Enumerator will enter the application data into NPPES.

Don't forget: When applying for your NPI, also include your previous identifiers, not only for Medicare but for all payers. If reporting your MassHealth number, please note that it is a Massachusetts number.

MassHealth and NPI

To meet NPI guidelines, MassHealth will be changing and modifying some current processing procedures. Along with creating a processing solution for claims that use NPI, a crosswalk will be introduced in the current MMIS to accommodate NPI and adjudicate claims. MassHealth will also modify paper claim forms to include an entry for NPI.

To prepare for these changes, MassHealth is now collecting NPIs from providers. To do this, we need the following information from you:

- provider-doing-business-as name;
- provider-doing-business-as address;
- tax identification number or social security number;
- MassHealth provider number;
- Medicare number;
- NPI number; and
- health-care-provider taxonomy code (this must be included).

MassHealth NPI Tools

To send this information to MassHealth, enter your provider information in the applicable spreadsheet below, following the directions outlined in the Instructions for Completing the NPI Spreadsheet. If you are unsure if you are a professional or institutional provider, please refer to the chart of applicable provider types available in the respective 837P (professional) and 837I (institutional) MassHealth Companion Guides, located in the [MassHealth Provider Library](#). Even if you submit paper claims, you can still refer to these guides to determine your provider billing type.

Dental and Pharmacy Providers

MassHealth is no longer processing claims for dental services. Dental providers should contact the MassHealth Dental Third-Party Administrator at 1-800-207-5019 with any questions about submitting claims for dental services.

Pharmacy providers should contact the ACS Technical Help Desk at 1-866-246-8503 or e-mail masshealth.provider@acs-inc.com to update their provider file information for NPI.

Professional

- [Instructions for Completing the NPI Spreadsheet-Professional](#)
- [MassHealth NPI Spreadsheet-Professional](#)

Institutional

- [Instructions for Completing the NPI Spreadsheet-Institutional](#)
- [MassHealth NPI Spreadsheet-Institutional](#)

If you would prefer paper copies of the spreadsheet and instructions, you can contact MassHealth Customer Service at providersupport@mahealth.net or 1-800-841-2900 and ask for the documents to be faxed or e-mailed to you.

After you have completed the applicable NPI Spreadsheet, please send your information to MassHealth at:

- e-mail: npi@mahealth.net.
- fax: 617-988-8974

If you have questions, contact MassHealth Customer Service at 1-800-841-2900.

If you want to learn more about NPI and the application process, the CMS Web site at www.cms.hhs.gov has several tools to help you apply and prepare for using your NPI.

Mark the Date: May 23, 2007!

After May 23, 2007, all paper and electronic claims submitted to MassHealth must have your NPI number included, since payment will be based on your NPI enumeration. Not having an NPI by this date may result in processing delays, so make sure that you have an NPI, and that you have shared it with MassHealth by May 23, 2007. If you have any questions about or issues with applying for your NPI, you can contact the NPI Enumerator at 1-800-465-3203 (TTY 1-800-692-2326 for people with partial or total hearing loss) or e-mail at customerservice@npienumerator.com.



INSTRUCTIONS FOR COMPLETING THE NPI SPREADSHEET

Please complete each column for every entry even when the information is duplicative (ex: a subpart address and Tax ID may be the same as the primary DBA.) Also please complete the NPI contact information at the bottom of the spreadsheet.

Item 1: Enter the *Doing Business As Name* in the first column. Please provide information for all MassHealth providers that are part of your office. Also, please provide information for all locations where you service MassHealth members. If you have additional business locations associated with your Tax ID for which you do not currently have a separate MassHealth provider number (*subparts*), please provide the doing business as information for those locations underneath your primary provider number(s) information. A sample of a completed spreadsheet entry is included in the attached documentation.

Item 2: Enter the *Doing Business As Street Address* in the second column.

Item 3: Enter the *City or Town* in which the DBA street address is located.

Item 4: Enter the two character abbreviation for the *State* in which the DBA street address is located.

Item 5: Enter the five-character *zip code* for the DBA location.

Item 6: Enter the applicable *Social Security Number* or *Federal Tax Identification Number* for the DBA location.

Item 7: Enter the seven-digit legacy *MassHealth Pay-To Provider Number* for the DBA location. If you currently do not have a MassHealth provider number for a particular sub-part of your organization, please enter “None” in this field.

Item 8: If you have already applied for and received your *NPI* for the DBA location or subpart, enter it here. If you have not received it yet, please provide an indication of how you are planning to enumerate by entering NPI 1, NPI 2, NPI 3, etc., in this field.

Item 9: Enter the applicable Medicare Provider Number, Part A & B for the DBA location. If you do not have one, please enter “None” in this field.

Item 10: Enter the applicable taxonomy code listed with your NPI application for the DBA location.

If you have any questions about completing the spreadsheet, please contact MassHealth Customer Service at 1-800-841-2900, e-mail your inquiry to providersupport@mahealth.net, or fax your inquiry to 617-988-8974. **Your completed forms should be sent to npi@mahealth.net.**

Thank you for your cooperation!



INSTRUCTIONS FOR COMPLETING THE NPI SPREADSHEET

Please complete each column for every entry even when the information is duplicative (ex: a subpart address and Tax ID may be the same as the primary DBA.) Also please complete the NPI contact information at the bottom of the spreadsheet.

Item 1: Enter the *Doing Business As Name* in the first column. Please provide information for all locations where you service MassHealth members. If you have additional business locations associated with your Tax ID for which you do not currently have a separate MassHealth provider number (*subparts*), please provide the doing business as information for those locations underneath your primary provider number(s) information. A sample of a completed spreadsheet entry is included in the attached documentation.

Item 2: Enter the *Doing Business As Street Address* in the second column.

Item 3: Enter the *City or Town* in which the DBA street address is located.

Item 4: Enter the two character abbreviation for the *State* in which the DBA street address is located.

Item 5: Enter the five-character *zip code* for the DBA location.

Item 6: Enter the applicable *Federal Tax Identification Number* for the DBA location.

Item 7: Enter the seven-digit legacy *MassHealth Pay-To Provider Number* for the DBA location. If you currently do not have a MassHealth provider number for a particular sub-part of your organization, please enter “None” in this field.

Item 8: If you have already applied for and received your *NPI* for the DBA location or subpart, enter it here. If you have not received it yet, please provide an indication of how you are planning to enumerate by entering NPI 1, NPI 2, NPI 3, etc., in this field.

Item 9: Enter the applicable Medicare Provider Number for the DBA location. If you do not have one, please enter “None” in this field.

Item 10: Enter the applicable taxonomy code listed with your NPI application for the DBA location.

If you have any questions about completing the spreadsheet, please contact MassHealth Customer Service at 1-800-841-2900, e-mail your inquiry to providersupport@mahealth.net, or fax your inquiry to 617-988-8974.

Thank you for your cooperation!